

General Instructions

1. Who Should File. Each school district or charter school that is participating in the Class Size Reduction program must file this report.
2. Time of Filing. This report is to be filed for the annual attendance period (July 1 through June 30.) Please see Special Instructions for further details.
3. Number and Disposition of Copies. Please prepare an original and two copies of each page, including this one. Retain one copy of the package in the district files. Transmit the original package and one copy to the county superintendent of schools. (Please allow sufficient time for the County Superintendent to examine and approve the package, and to transmit to the California Department of Education prior to the deadline below.) After examination and approval, the county superintendent should forward the **original** package to:

California Department of Education
Education Finance Division
Attn: Lynn Piccoli
P.O. Box 944272
Sacramento, CA 94244-2720

Or: 560 J Street, Ste. 150
Sacramento, CA 95814

County Offices: Please submit to the Department of Education not later than July 15, 1998.

4. Kindergarten Classes. A kindergarten class with an enrollment of 20:1 or less for the entire time the class is in session each day should be reported as an Option ONE class, even though the total number of minutes the kindergarten class is in session each day might be half the number of minutes offered in other grade levels.
5. Monthly or Daily Counts. For 1997-98 only, districts may compute class sizes using either monthly counts or daily counts. Whichever method is chosen must be used for all classes in the district. Please check the appropriate box on the front of this form to indicate which method has been used. Please see the **ASpecial Instructions®** for more detailed information.
6. Combination Classes. Report combination classes in Section E (Option One) or Section J (Option Two), regardless of the grade levels.

In the smaller section to the right of the Combination Classes grid, please provide a breakdown of the total number of pupils reported in combination classes by grade level. The total in this breakdown section should match the total in Column 3.
7. Duplicate entries. Please do not report a class on more than one line.
8. Rounding and decimals. **Please report whole numbers only** -- no decimals or fractions or ~~A~~hash@marks. Use traditional rounding methods in determining the size of a class to be reported on this form (for example: 20.4 rounds down to 20 and 20.5 rounds up to 21).
9. AGrand Total.® It is not necessary to enter a Grand Total at the bottom of the Option Two page (nor is it necessary to submit the Option Two page) if there are no Option Two classes to report.

To further assist you in preparing this report, please see the ASpecial Instructions® (enclosed) for more detailed information. If you have any questions, please contact Lynn Piccoli in the Education Finance Division at (916) 324-4532.

Certification

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and is in compliance with state law and administrative provisions of the California Department of Education and the State Board of Education.

(Signed) _____
(District Superintendent)

(Date)

(District Contact Person)

(_____)
(Telephone)

(Signed) _____
(County Superintendent)

(Date)

(County Contact Person)

(_____)
(Telephone)